

New & Improved Features of Word XP

New Feature	Description	How do I access it?
Table Styles (NEW)	Users now can define a style for a table. This makes it easy to make one table look like another by simply applying the style to the table from the Styles and Formatting pane.	<ul style="list-style-type: none"> ✓ Select a table in your document. ✓ Click Table, choose Table AutoFormat. ✓ Click New or choose a style on which to base your style, and click Modify. ✓ Modify the style as desired and apply it.
Multi-Selection (NEW)	Users easily can select multiple areas of a document at once, thereby saving time when formatting their document. Additionally, with the Find feature, users can simultaneously select similarly formatted text and reformat it.	<ul style="list-style-type: none"> ✓ Select a section of text in your document. ✓ Hold down the CTRL key and select a different section of text. ✓ Apply a format to both at the same time. ✓ To use the Find feature, Click Edit, Find.
AutoCorrect Options Smart Tags (NEW)	This feature provides an easy mechanism for users to control and modify automatic behavior that takes place within Word. Users can undo an automatic correction, choose to not have that correction take place in the future, or access the AutoCorrect Options dialog box.	<ul style="list-style-type: none"> ✓ Type a sentence that triggers an automatic correction. Example: Sched. a meeting on ¾. ✓ Hover over the words that were automatically changed. ✓ From the Smart Tag option, choose to undo the change, ignore it, or access more options.

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<p>Translation (NEW)</p>	<p>Word now gives users the ability to translate words in their document (available languages are determined by language dictionaries that are installed) or to access a translation service on the Web. This service provides entire document translation.</p>	<ul style="list-style-type: none"> ✓ Click Tools, Language and then Translate. ✓ Type the text you want to translate ✓ Choose the language to translate to via the drop-down box under dictionary ✓ Click Go
<p>Word Count (NEW)</p>	<p>The Word Count toolbar allows users to easily update the word count in a document without having to go to the Word Count dialog box. Additional improvements in Word Count allow users more flexibility in whether headers and footers are counted in their document.</p>	<ul style="list-style-type: none"> ✓ Click View, Toolbars and then Word Count. ✓ Can also access the Word Count toolbar by clicking Tools, Word Count and Show Toolbar. ✓ Use the dropdown box to view options ✓ Click Recount any time
<p>White Space Between Pages (NEW)</p>	<p>When viewing their documents in Print Layout, users can hide the blank spaces and the header/footer area between the pages of their documents. This allows for easy reading and editing.</p>	<ul style="list-style-type: none"> ✓ If necessary, switch to Print Layout View ✓ Hover over the top or bottom edge of a page in the document. ✓ When the mouse turns into two arrows pointing at each other, click! ✓ Access the double arrows again and click to display white space.
<p>Watermarks (NEW)</p>	<p>Users can easily select a picture, logo, or custom text to apply as the background of their Word document.</p>	<ul style="list-style-type: none"> ✓ Click Format, Background and then Printed Watermark. ✓ Click before Picture Watermark or Text Watermark ✓ Make desired selections and click Apply

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List Styles (NEW)	Users now can define a style for a bulleted or numbered list. This makes it easy to make one list look exactly like another list by replicating the same indents and formatting.	Click Format, Bullets and Numbering, and then choose the List Styles tab. (can also reach this by double clicking on bullets in bulleted lists as described above).
Picture Bullets (IMPROVED)	Picture bullets now behave just like other bullets in Word. Different picture bullets can be used for different levels, enhancing their use in communicating information and making Word a better choice for quality Web editing.	<ul style="list-style-type: none">✓ Click Format and choose Bullets and Numbering.✓ Select the bulleted tab, click Customize and choose Picture.